

## Phoenix Program Process Definition – Accounts Payable

Revised 5-13-99 replaces 3-15-99 version.

Process	<b>General Funds Transfers</b>
Process Number	<b>AP-023</b>

### **Description of Process**

Each agency must pay State Taxes to the Department of Revenue, Employee Benefits to the Merit System and Retirement to the Retirement System. An agency may initiate this payment by using General Funds Transfer. General Funds Transfer will be handled as a Wire Payment in PeopleSoft. Wire Payments allow the user to generate payments outside of the regular system payment processing. Like current General Funds Transfer procedures, agencies must continue to contact the Treasury Department and inform them of the payment transfer amount and the correct receiving Revenue, Merit or Retirement Department.

Each Agency that receives State Appropriations will have an Allotment account with the Treasury. Technical Schools do not have an account with the Treasury. Each agency that receives State Appropriations will have a bank account established to perform General Funds Transfer. The Treasury Department will serve as in internal bank for these agencies. On the Bank Account panel, the following bank information will be established: Bank Account as 2040 = General Funds Transfer, Account # as 48600, Account as 196119 = Clearing Account - General Funds Transfer.

There are two ways to process Wire payments: the first way is to enter a voucher and then record a wire payment against it or users can record a wire payment for a voucher that does not exist in the PeopleSoft system. However, the system will not post the payment until a voucher has been applied to it.

### **Input to Process**

Agency's requirement to pay State Taxes to the Department of Revenue, Employee Benefits to the Merit System, or Retirement to the Retirement System.

### **Output of Process**

The Treasury Department directly withdraws money from the requesting agency's account and deposits it into the appropriate Department of Revenue, Merit System, or Retirement System accounts.

### **Service Level Agreement Required? (if yes, provide a brief description)**

None

### **PeopleSoft Panel Groups being Used**

Function	Panel Group
Use	Administer Procurement – Enter Voucher Information – Use – Voucher – Record Payment

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Function	Panel Group
Inquiry – PS Delivered	Administer Procurement-Create Payments-Inquire- <b>Payment Information</b> panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement-Create Payments-Inquire- <b>Replaced Payments</b> panel provides a way to keep track of the new and originally replaced payment reference numbers.
	Administer Procurement-Create Payments-Inquire- <b>Voucher Inquiry</b> panel provides a view of voucher information of all payments associated with a specific voucher.
Inquiry – Custom	<b>Vendor Payment Inquiry</b> allows users to view all payments for a vendor. [SAR0335]
Reports – Custom	<b>Payables Due Proof.</b> This report shows all vouchers that are scheduled for payment on a specific date. [SAR0052]
	<b>Payment History by Vendor</b> Report lists payments made by vendor in vendor name sequence and is sorted by business unit. [SAR0331] Post Production
	<b>Payment Activity Report</b> lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers. The full vendor address will be included on this report. [SAR0332]
	<b>AP Outstanding Checks</b> lists all checks with a payment status of “paid” and a reconciliation status of “not reconciled”. Check number, Date issued, Vendor nbr/name, amount, and status will be included. [SAR0068] Post Production
	<b>Outstanding Payables by Vendor Report</b> lists all vouchers for a vendor that have not been paid, selected for payment, or closed. [SAR0345]
	<b>Outstanding Payables by Fund Source</b> lists all vouchers that do not have a status of “paid”, “replaced”, or “void”. [SAR0344] Post Production
	<b>Cash Disbursements Journal</b> lists payments generated by payables in payment reference number order. [SAR0566] Post Production

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Process Description	Responsibility (Agency/Centralized)
<p><b><u>Enter Wire Payment for an Existing Voucher</u></b></p> <p><b>Step 1: <u>Enter Voucher</u></b></p> <p>A voucher must be entered, and have a “postable” status.</p>	Agency
<p><b>Step 2: <u>Create Wire Payment</u></b></p>	Agency
<p><b>Step 3: <u>Record Wire Payment</u></b></p> <p>On the Record Payment panel, select Wire as the Payment Method and select Record a Payment as the Payment Action. This will indicate that this voucher will be paid via Wire Payment. Users should confirm the Remit to Payee, Payee Location, Bank, Account, Reference and Date information is correct to ensure accurate recording of Wire Payment data. Agencies should verify that their Treasury bank account information is selected. The Reference number is system required. Each agency should develop internal procedures to determine a numbering scheme to be used as the Reference Number. Change any applicable fields listed above to accurately reflect the Wire Payment. Users should not change the Payment Method on the Schedule Payment panel.</p> <p>The user needs to verify that Wire is indicated as a Payment Method for this bank account.</p>	Agency
<p><b>Step 4: <u>Delete a Payment (if necessary)</u></b></p> <p>A Wire Payment can only be deleted if vouchers have not been applied. Once a regular payment has passed through the Pay Cycle, you cannot delete the payment.</p>	Agency
<p><b>Step 5: <u>Perform Batch Processing</u></b></p> <p>The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. Then the Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.</p>	Financial Systems Solutions

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Process Description	Responsibility (Agency/Centralized)
<b>Enter Wire Payment Without a Voucher</b> <u>Step 1: Create Wire Payment</u>	Agency
<u>Step 2: Record Wire Payment</u> Users are permitted to record a manual payment without a voucher existing in the PeopleSoft system. Navigate to Create Payments - Use- Payment Entry - Add. On this Add – Payment Entry dialog box, Remit SetID must be changed to STATE because the vendor file is established at the STATE level. Users are required to add Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference. Agencies should verify that their Treasury bank account information is selected. The Reference number is system required. Each agency should develop internal procedures to determine a numbering scheme to be used as the Reference Number.	Agency
<u>Step 3: Delete a Payment (if necessary)</u> A Wire Payment can only be deleted if vouchers have not been applied. Once a regular payment has passed through the Pay Cycle, you cannot delete the payment.	Agency
<u>Step 4: Enter Voucher</u> A voucher must be entered, and have a “postable” status.	Agency
<u>Step 5: Apply Wire Payment to Voucher</u> Users should complete the Payment Entry panel that includes entering Amount and Payment Method as Wire Report and then save the payment. Next, hit the Apply button. After pressing the Apply button, users should complete the Apply Vouchers to a Payment panel; Post this Payment must be selected. After completing the Apply Vouchers to a Payment panel, the payment information can be saved and payment posting will occur because a voucher has been applied to this Wire Payment.  The amount of the payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional payments to add up to one of those amounts.	Agency
<u>Step 6: Perform Batch Processing</u> The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.	Financial Systems Solutions

**Phoenix Program**  
**Process Definition – Accounts Payable**

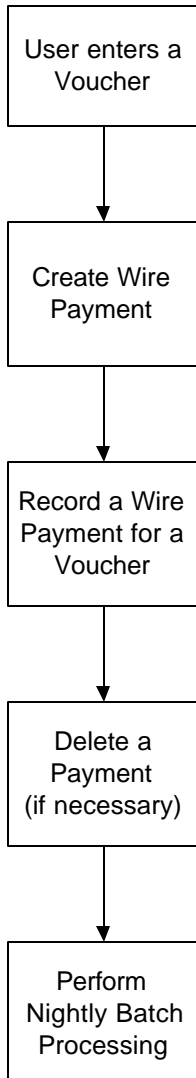
***Forms Used with Process***

None

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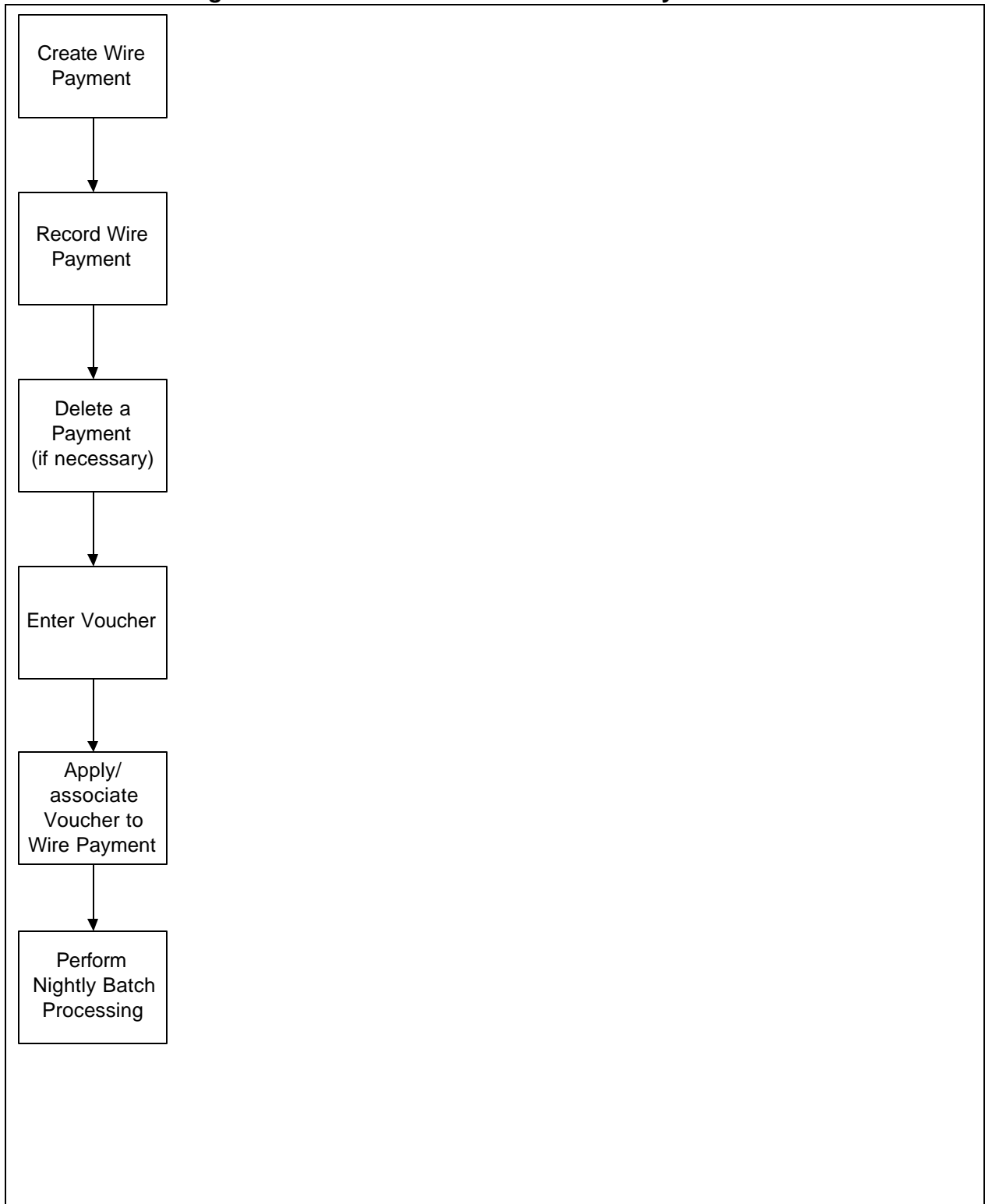
***Process Flow Diagram:*** Enter Gen. Funds Transfer -Wire Payment Applied to a Voucher

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### ***Process Flow Diagram: Enter Gen. Funds Transfer-Wire Payment Without a Voucher***





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**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-03-99
Charmane Miller	THG Project Lead			03-03-99
Mindy Byram	Design Analyst			03-03-99